



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

MAY 21 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/DR
4375 Chidlaw Road, Room A114
Wright-Patterson AFB OH 45433-5006

SUBJECT: AFMC Advisory and Assistance Services (A&AS) Guide

1. The attached AFMC A&AS Guide provides policy and procedures for managing A&AS, including Federally Funded Research and Development Center (FFRDC), contractors. This guide provides references to current higher level (OMB, FAR/DFAR, DoD, and SAF/AQX) A&AS guidance; addresses legal considerations associated with the use of A&AS contractors and the basis in public law for A&AS activities; and provides AFMC A&AS policy, procedures, responsibilities, and management controls. It also incorporates knowledge we have gained over the past several years in working A&AS issues and concerns.
2. Please forward this guide to your A&AS focal point for dissemination to A&AS requiring activities at your center. We are also placing the guide on the HQ AFMC/DR web page at: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DR/PSBA/aas.htm>. We hope you will find this guide useful in managing your center's A&AS activities.
3. This is an HQ AFMC/EN, HQ AFMC/FM, HQ AFMC/PK, and HQ AFMC/XP coordinated memo. The point of contact for this memo is Mr. Eric Van Pelt, HQ AFMC/DROM, DSN 787-7280.

MICHAEL P. WIEDEMER
Major General, USAF
Director, Requirements

Attachment:
AFMC A&AS Guide

cc: (listed on next page)

cc:

AFRL/PK (Mr. David Thomas) (w/o Atch)
AAC/CDX (Mr. Doug Henderson) (w/o Atch)
AEDC/PKM (Mr. John Sutton) (w/o Atch)
AFFTC/PKC (Ms. Linda Brecht) (w/o Atch)
ASC/CXCY (Mr. Robert Stout) (w/o Atch)
ESC/XPX (Mr. Richard Axtell) (w/o Atch)
HQ AFMC/ENR (Mr. Robert Ditommaso; Capt Robert Mitchell) (w/o Atch)
 FMP (Ms. Jan Pruitt) (w/o Atch)
 PKP (Ms. Cecelia Benford; Ms. Sue Hunter) (w/o Atch)
 XPM (Ms. Vanessa Jeter-Freeman; Ms. DiAnne Minski) (w/o Atch)
OC-ALC/FMB (Ms. Pamela Blackshere) (w/o Atch)
OO-ACL/PK-3 (Mr. James Thiros) (w/o Atch)
OO-ALC/PKQ (Ms. Marlene Job) (w/o Atch)
SMC/AXC (Mr. James Taniguchi) (w/o Atch)
WR-ALC/XPMM (Mr. Charles Drake) (w/o Atch)
WR-ALC/PKPB (Ms. Sharon Broughton) (w/o Atch)

DISTRIBUTION

AAC/CC
AEDC/CC
AFFTC/CC
AFRL/CC
AFSAC/CC
ALHQSTAFF
ASC/CC
ESC/CC
OC-ALC/CC
OO-ACL/CC
SMC/CC
WR-ALC/CC